

STATE OF ALABAMA

Information Technology Policy

Policy 630-06_RevA: Software Licensing and Use

Under the provision of U.S. copyright law, illegal reproduction of software can be subject to civil damages of up to \$100,000 and criminal penalties including fines and imprisonment. Therefore, all system users must use only properly licensed software and must use that software in accordance with the terms and conditions of the license agreement.

OBJECTIVE:

Ensure the effective management of and compliance with software licensing agreements.

SCOPE:

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed information system resources. Software, as used herein, includes the program, media, and licenses for all operating systems, utilities, services, and productivity tools whether freeware, shareware, open source, off-the-shelf, or custom-developed without regard to the system(s) on which it is installed (workstation, server, etc.).

RESPONSIBILITIES:

Users shall NOT:

- Copy, download, nor install unlicensed software
- Install personally-owned software onto State-managed computer systems
- Install State-owned software on any non-State-owned computer systems, including home computers, unless specifically authorized in the software license agreement

Agency IT Managers shall:

- Ensure only software that is licensed to the organization is installed and used
- Ensure software is installed and used in compliance with the license agreements
- Routinely perform software audits to ensure policy compliance
- Remove any software found on State information systems for which a valid license or proof of license cannot be determined

ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

Signed by Jim Burns, Chief Information Officer

DOCUMENT HISTORY:

Version	Release Date	Comments
Original	3/6/2006	
Rev A	9/20/2007	Added software removal requirement.